

Matt Blunt
Governor



Michael N. Keathley
Commissioner

State of Missouri
OFFICE OF ADMINISTRATION
Division of Accounting
570 Truman Building, 301 West High Street
Post Office Box 809
Jefferson City, Missouri 65102
(573) 751-2971
INTERNET: <http://www.oa.mo.gov/acct>
E-MAIL: acctmail@mail.mo.gov

Thomas J. Sadowski
Director

MEMORANDUM

TO: State Agencies
FROM: OA/Division of Accounting
DATE: January 22, 2007
RE: EFT Reversals

In order to ensure compliance with federal regulations and improve overall efficiency, OA/Accounting will provide greater oversight of EFT reversals. When an EFT cancellation is requested, OA/Accounting will contact the vendor to inform them we will be reversing money from their account. The agency requesting the reversal must provide OA/Accounting the contact name and number for the vendor, and the reason the reversal is being processed. This information can be provided on the Check Cancellation (MO 300-1473N) form or in an e-mail. If the request is submitted in an e-mail, please send the following information to oaacctreceiving@oa.mo.gov:

- Vendor Number
- EFT Number
- PV Number
- Vendor Contact Name
- Vendor Phone Number
- Reason for Cancellation

If you have any questions, please have your Agency Customer Service Coordinator contact OA/Accounting at (573) 522-6000.